

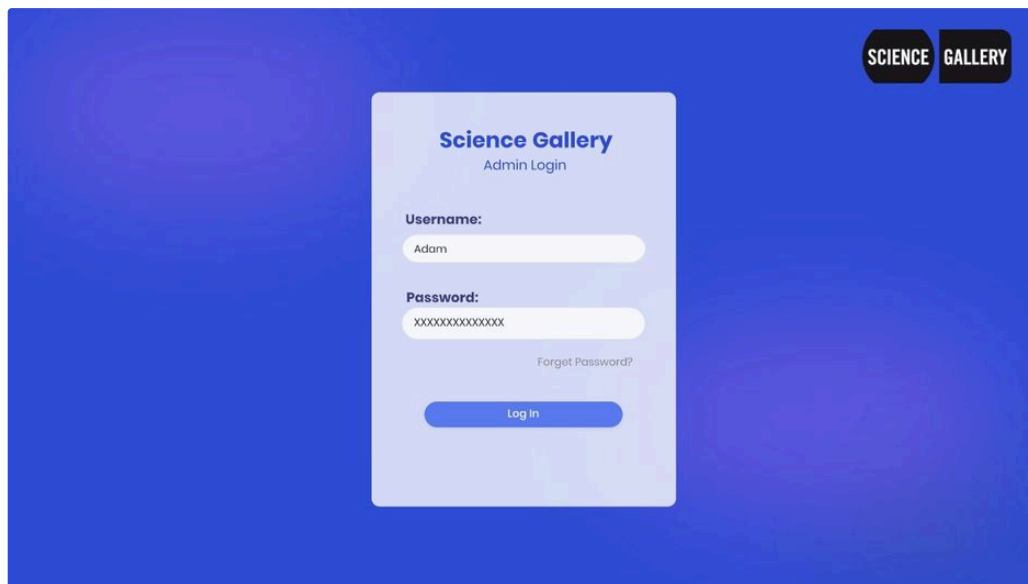
Prototype

 Prototype Link: [Prototype SG](#)

Click the link in Prototype Link to open Prototype. Hold down ctrl+mouse wheel to resize the window, adjust to the right size for the next step.

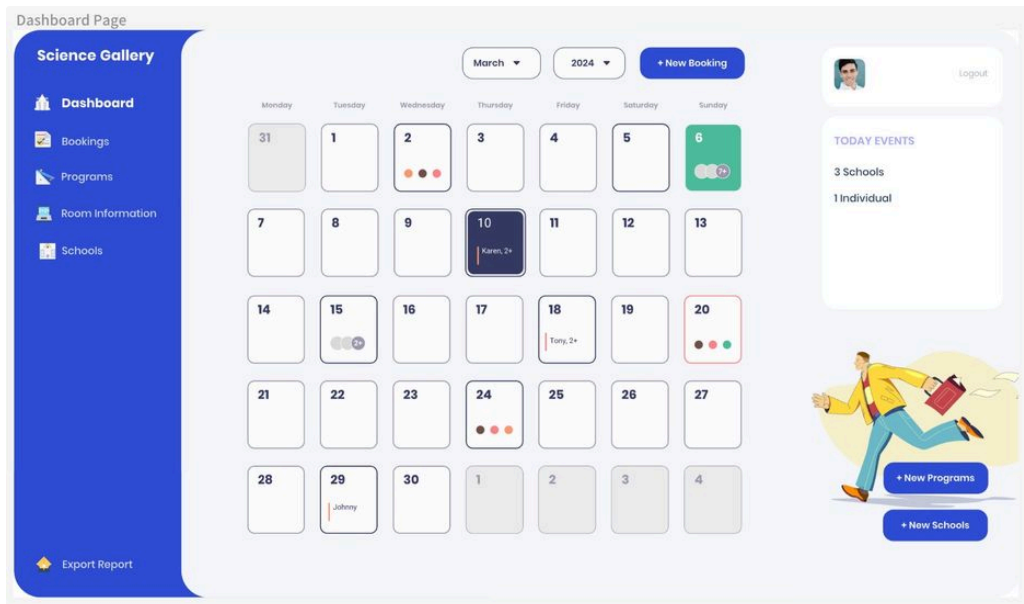
Log in

Click on the log In button to log in to the backend management system as an administrator.



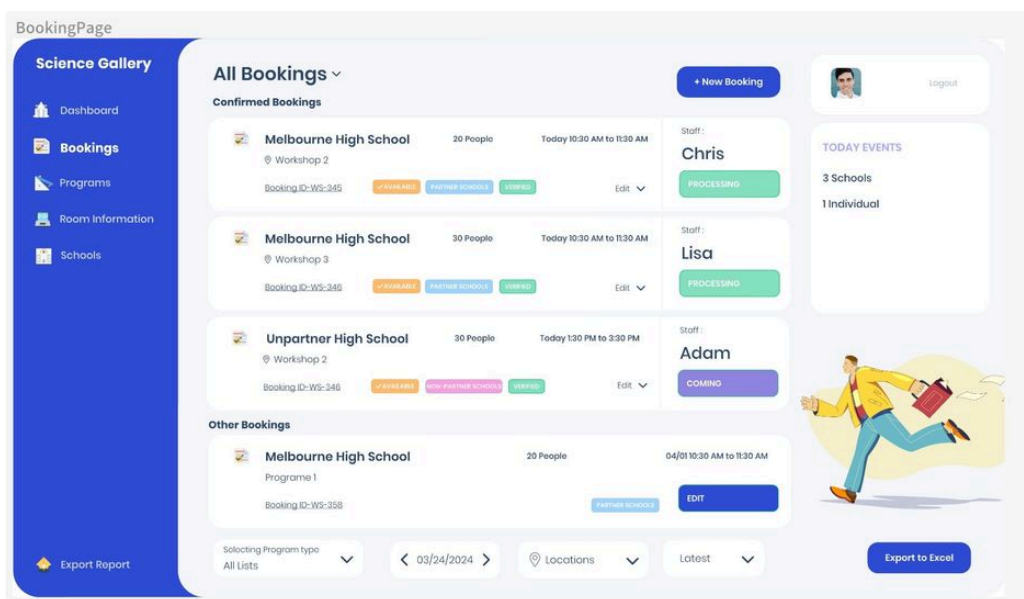
Dashboard

1. After logging in, we first jump to the Dashboard interface, in the Dashboard interface, we can view the scheduling table, and by clicking on the square of a certain day, we can jump to the booking list of that day for a detailed view. Click the blue New Click the blue +New booking button at the top to create a new booking, click the blue +New Program button at the bottom right to create a new program, and click the blue +New School button at the bottom right to create a new school.
2. In the left column of the navigation bar, click the corresponding button to jump to the corresponding page, for example, click Booking to jump to the page of booking list, click Program to jump to the page of all activities list, and click Room Information to jump to the page of all room information. Click School to jump to the page of all school information. Click Export report button to export all the data.
3. The log out button in the upper right corner can be clicked to log out and return to the login screen.



Booking [🔗](#)

1. Click the Bookings button to jump to the All Bookings list page, where you can see all the bookings and divided into two categories, one for confirmed bookings and the other for booking requests that have been received but not yet confirmed. The box for each booking shows the status of the current booking, the employee responsible, the location, the exact number of people, the exact time, and the booking number. There is also a tab indicating whether the booking is for a partner school or not.



2. Click on each booking to view the details of each booking, the right side of the details page shows the current stage of the booking and the To Do List (e.g. in progress).

Booking Detail

Science Gallery

Dashboard

Bookings

Programs

Room Information

Schools

All Bookings

Booking Details

Teacher and School Details

First Name

Last Name

Email address

School

Mobile number

Teaching area

Visit date

Which program are you interested in?

Approximately how many students will be attending?

What are the student level(s)?

Are you a low-SES (ICSEA<1000) School?

What is the schools ABN number?

TO DO LIST

STATE

Processing

Back

3. Click the Edit button at the bottom right of each booking box to edit the current booking.

BookingPage1

Science Gallery

Dashboard

Bookings

Programs

Room Information

Schools

All Bookings

Booking Details

Teacher and School Details

First Name

Last Name

Email address

School

Mobile number

Teaching area

Visit date

Cancel

Next

BookingPage2

Science Gallery

- Dashboard
- Bookings
- Programs
- Room Information
- Schools

Bookings

Booking Details

Teacher and School Details

Which program are you interested in?

Approximately how many students will be attending?

Note: minimum 20 students, maximum 50 students

What are the student level(s)?

☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12
 ☐ VCE
 ☐ VCE Vocational Major or VET

What learning area or subject is the focus of this group?

Are you a low-SES (ICSEA<1000) School?

☒ Yes
 ☐ No

What is the schools ABN number?

4. Click "Confirmed Bookings" under "All Bookings" to display all confirmed bookings. Click "Other Bookings" to display all other bookings.

Confirmed Page

Science Gallery

- Dashboard
- Bookings
- Programs
- Room Information
- Schools

All Bookings > Confirmed Bookings

+ New Booking

Logout

<p>Melbourne High School</p> <p>Workshop 2</p> <p>Booking ID: WS-345</p> <p>20 People</p> <p>Today 10:30 AM to 11:30 AM</p> <p>Processing</p> <p>Staff: Chris</p>	<p>Melbourne High School</p> <p>Workshop 3</p> <p>Booking ID: WS-346</p> <p>30 People</p> <p>Today 10:30 AM to 11:30 AM</p> <p>Processing</p> <p>Staff: Lisa</p>
<p>Unpartner High School</p> <p>Workshop 2</p> <p>Booking ID: WS-348</p> <p>30 People</p> <p>Today 1:30 PM to 3:30 PM</p> <p>Waiting</p> <p>Staff: Adam</p>	<p>Trinity College</p> <p>Workshop 2</p> <p>Booking ID: WD-243</p> <p>5 People</p> <p>Today 9:00 AM to 10:00 AM</p> <p>Done</p> <p>Staff: Chris</p>

Selecting Program type: All Lists
 < 03/24/2024 >
 Locations
 Latest
 Export to Excel

Other Page

Science Gallery

- Dashboard
- Bookings
- Programs
- Room Information
- Schools

All Bookings > Other Bookings

+ New Booking

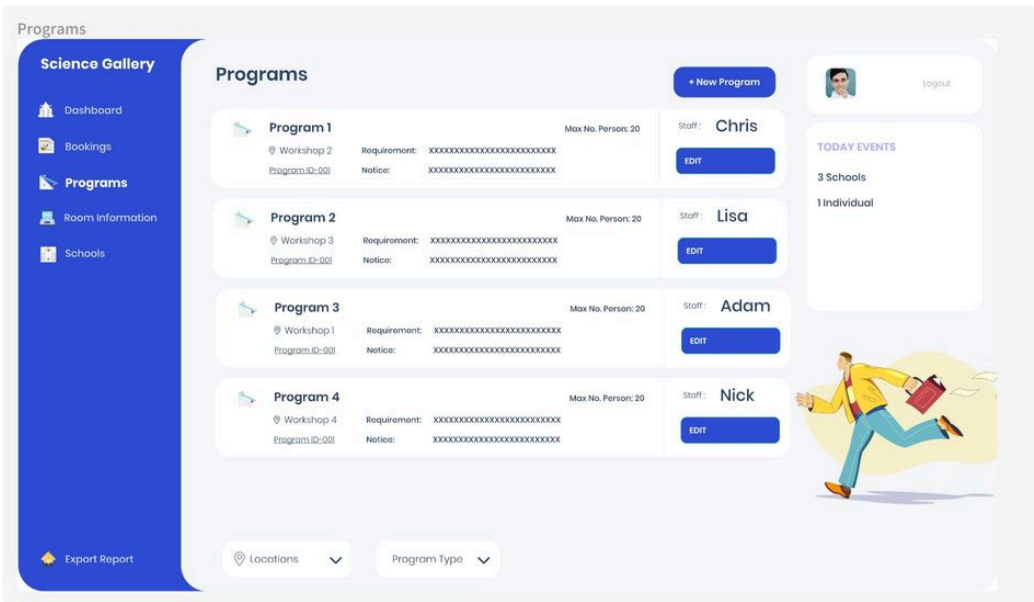
Logout

<p>Melbourne High School</p> <p>Program 1</p> <p>Booking ID: WS-358</p> <p>20 People</p> <p>04/01 10:30 AM to 11:30 AM</p> <p>Waiting</p> <p>EDIT</p>	<p>Melbourne High School</p> <p>Program 1</p> <p>Booking ID: WS-358</p> <p>20 People</p> <p>04/01 10:30 AM to 11:30 AM</p> <p>Waiting</p> <p>EDIT</p>
<p>Melbourne High School</p> <p>Program 1</p> <p>Booking ID: WS-358</p> <p>20 People</p> <p>04/01 10:30 AM to 11:30 AM</p> <p>Waiting</p> <p>EDIT</p>	

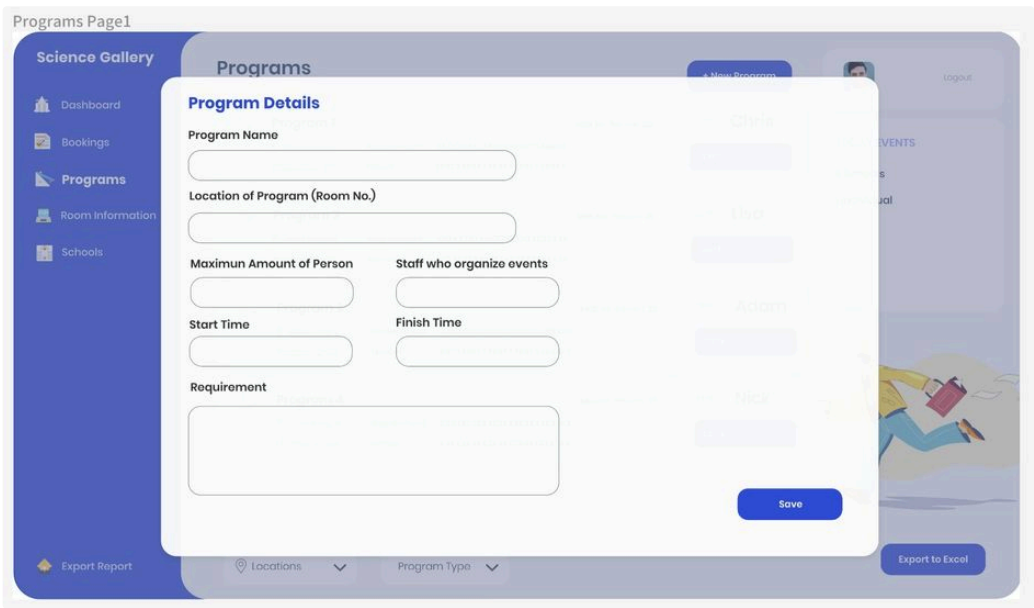
Selecting Program type: All Lists
 < 04/01/2024 >
 Latest
 Export to Excel

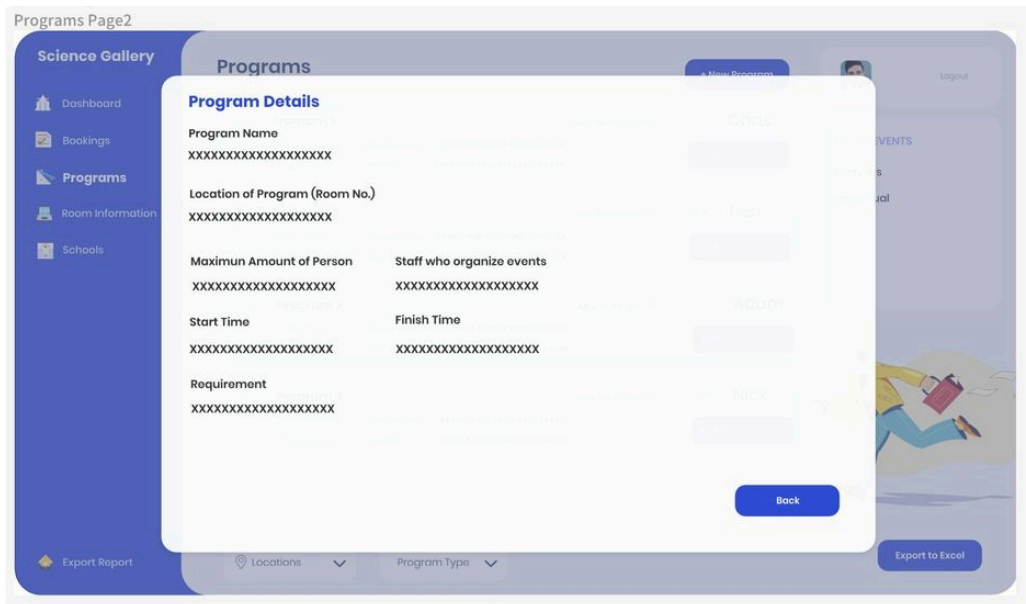
Program

- 1. Click Program to enter the page containing all programs. Each program will display the maximum acceptable number of participants, the location where it can be held, the preparations and precautions required to hold the program, and the program ID.



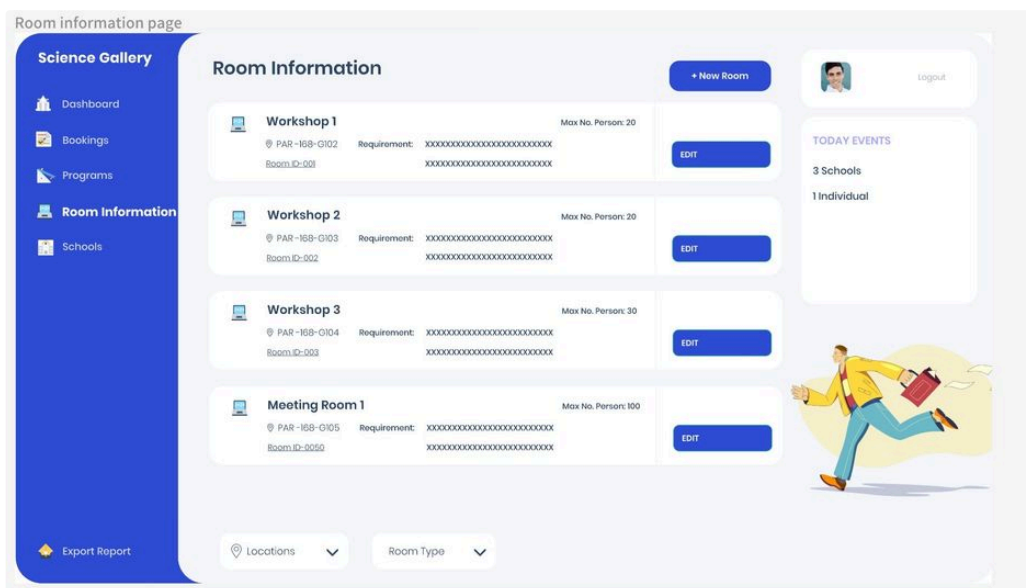
- 2. Click the +New Program blue button above to add a new program. Click on each program to view the detailed information of the program. Click on the blue Edit button to modify the current program.





Room Information

1. Click the Room Information button to enter the interface containing all room information. Each piece of Room information shows the location of the room, the maximum number of people it can accommodate, the requirements for preparation and the Room ID.



2. Click the blue +New Room button above to add room information. Click the EDIT button on the right side of each room information to update the current room information.

Room 1

Science Gallery

Room Information

Room Details

Room Name

Location of Room

Maximum Amount of Person

Devices Requirement

Save

Export Report

Locations

Room Type

Export to Excel

Room i2

Science Gallery

Room Information

Room Details

Room Name

XXXXXXXXXXXXXXXXXXXX

Location of Room

XXXXXXXXXXXXXXXXXXXX

Maximum Amount of Person

XXXXXXXXXXXXXXXXXXXX

Devices Requirement

XXXXXXXXXXXXXXXXXXXX

Back

Export Report

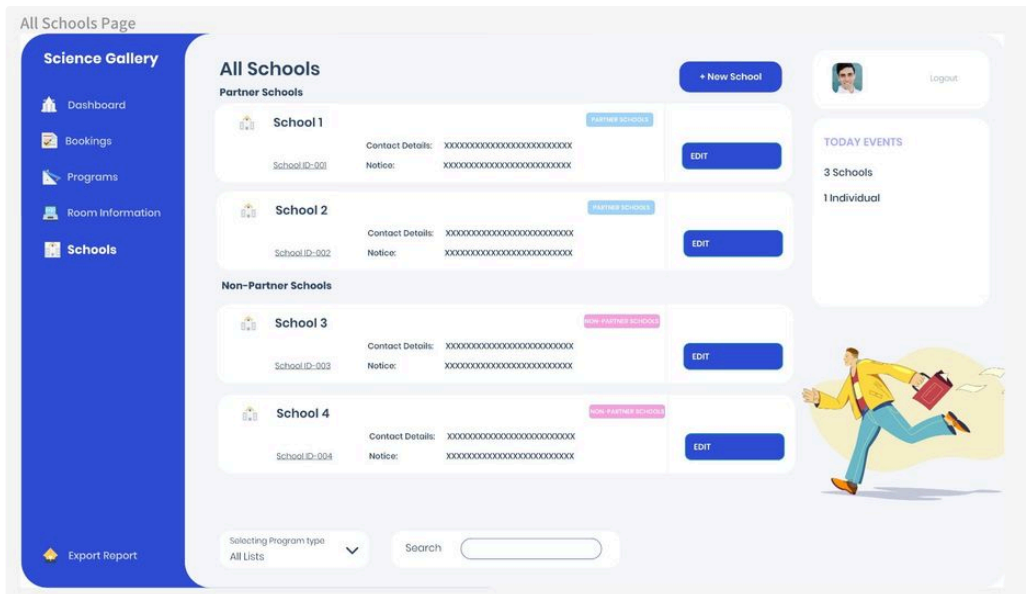
Locations

Room Type

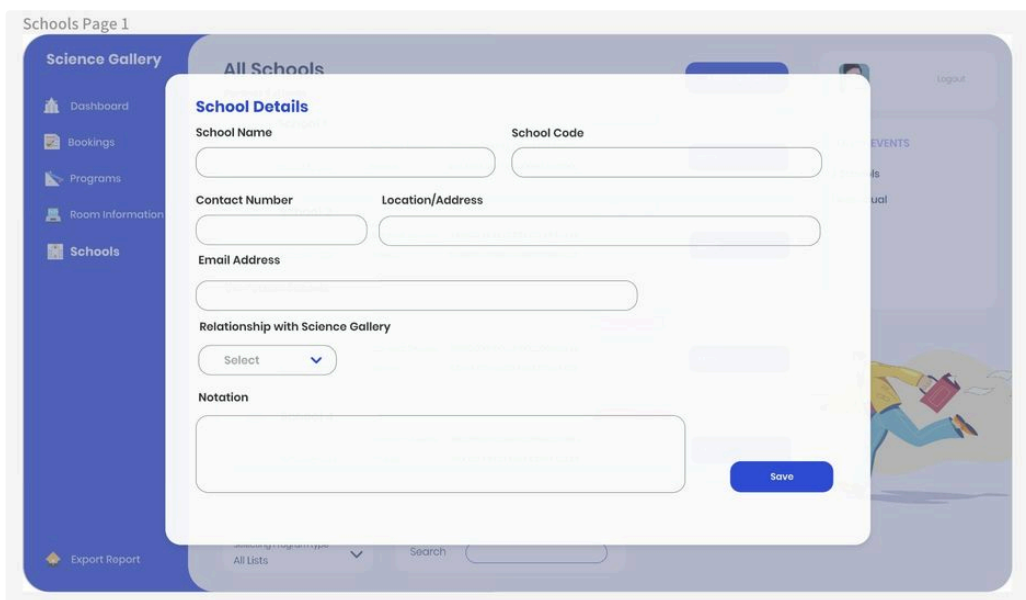
Export to Excel

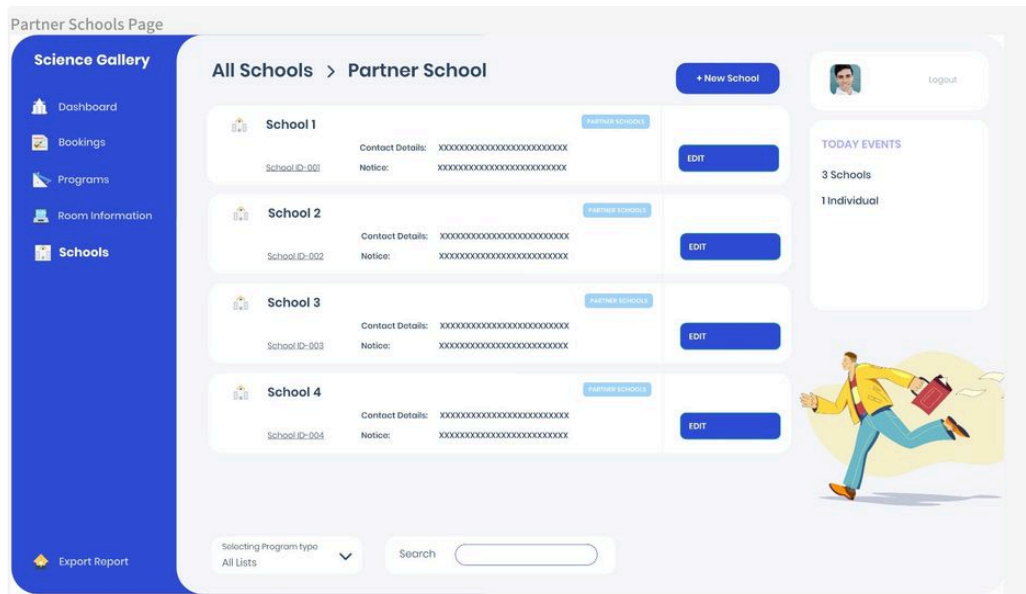
School [↗](#)

1. Click the School button to enter the page containing all school information. Each piece of school information includes the school name, school ID, contact information, and remarks about the school, and indicates whether the school is a partner school in the form of a label.



2. Click the blue +New School button above to add school information. Click the blue Edit button on the right side of each school information to modify the school's information.





Apply Page for Teachers [↗](#)

Give school teachers a form to apply for a visit. Teachers need to fill in the detailed application information and send it to the science gallery. The system will receive the application and the staff will review it.

SCIENCE GALLERY

Booking Details

Teacher and School Details

First Name

Last Name

School

Email address

Mobile number

Teaching area

Visit date

Next

Booking Details

Which program are you interested in?

Approximately how many students will be attending?

Note: minimum 20 students, maximum 50 students

What are the student level(s)?

☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ VEC ☐ VCE Vocational Major or VET

What learning area or subject is the focus of this group?

Are you a low-SES (ICSEA-1000) School?

☒ Yes ☐ No

What is the schools ABN number?



Back

Submit